Training Plan
City of Lynchburg, VA

National Incident Management System (NIMS)
Incident Command System (ICS)

The following training plan outlines the various training courses employees need to complete; in order, to ensure City compliance with all *National Incident Management and Incident Command System* training requirements.

Required Training	Target Group	Delivery Timeline
IS 700.a NIMS, An Introduction This course introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.	• All full time employees	Within first 6 months of employment. This training is available on line at www.fema.gov. Course completion certificate should be printed and maintained in employee's personnel file.
ICS 100.b Introduction to Incident Command System This course introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).	• All full time employees ICS 100 is available in a number of different job specific courses. ICS 100.b is the generic version that will meet requirements for all employees. Department Heads may elect to substitute job specific versions for their employees as they deem appropriate.	Within first 6 months of employment. This training is available on line at www.fema.gov. Course completion certificate should be printed and maintained in employee's personnel file.

Effective: January 31, 2014

Required Training	Target Group	Delivery Timeline
ICS 200.b ICS for Single Resources and Initial Action Incidents This course is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.	• All sworn Police Officers and uniformed Firefighters • All City employees with Supervisory responsibilities • All ESF Team Leaders and Backup Leaders • EOC Planning Staff ICS 200 is available in a number of different job specific courses. ICS 200.b is the generic version that will meet requirements for all employees. Department Heads may elect to substitute job specific versions for their employees as they deem appropriate.	(Pre-requisite ICS 100) Within first 6 months of employment/promotion. This training is available on line at www.fema.gov. Course completion certificate should be printed and maintained in employee's personnel file.
ICS 300 Intermediate ICS for Expanding Incidents This eighteen-hour course will permit the student to develop an ICS organizational structure, list staffing requirements, prepare a briefing, lead or participate in a planning meeting, identify resources, develop goals, prepare an action plan and become familiar with the National Incident Management System (NIMS).	• Deputy Directors where Directors require ICS 400 • Chief of Police • LPD Majors and Captains • Fire Chief • LFD Deputy Chiefs and Battalion Chiefs • City Assessor • Director, Parks & Recreation • Director, Human Resources • Director, Information and Technology • Director, Fleet • Director, Finance • Director, Community Development • Director, Libraries and Museums • EOC Planning Staff	(Pre-requisite ICS 100, 200) Within first year of employment/promotion. This training is available through the Virginia Department of Emergency Management. Schedules for upcoming classes can be found at www.vaemergency.com. Course completion certificate should be maintained in employee's personnel file.

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ICS 400 Advanced Incident Command System This 14-hour course is designed for a multidiscipline audience of staff who would likely serve as incident commanders, area commanders, emergency managers, MACS & EOC managers. Planning, logistics, and fiscal considerations associated with complex incident management and interagency coordination are covered in depth. Course Topics include: Command and General Staff; Deputies and assistants; Unified Command; and Relationships between Unified Command, Multi Agency Coordination Systems, and the EOC.	• City Manager • Deputy City Manager • Director, DES • Chief of Police • Fire Chief • Director, Human Services • Director, Water Resources • Director, Public Works	(Pre-requisite ICS 100, 200 and 300) Within first year after completion of ICS 300. This training is available through the Virginia Department of Emergency Management. Schedules for upcoming classes can be found at www.vaemergency.com. Course completion certificate should be maintained in employee's personnel file.
IS 800.b National Response Framework The course introduces participants to the concepts and principles of the National Response Framework.	• All positions requiring ICS 300 or ICS 400 • EOC Planning Staff	Within first year of employment/promotion. This training is available on line at www.fema.gov. Course completion certificate should be printed and maintained in employee's personnel file.

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IS 701.a Multi-Agency Coordination Systems This course introduces Multiagency Coordination (MAC) Systems as described in the National Incident Management System (NIMS), and shows how these systems can be used to improve incident response.	• City Manager • Deputy City Manager • Director, DES • Chief of Police • Fire Chief • Director, Human Services • Director, Water Resources • Director, Public Works • EOC Planning Staff • All EOC Administrative Personnel	Within first year of employment/promotion. This training is available on line at www.fema.gov. Course completion certificate should be printed and maintained in employee's personnel file.
IS 702.a Public Information Systems The goal of this course is to facilitate NIMS compliance by providing you with the basic information and tools that you need to apply NIMS public information systems and protocols during incident management.	• Director, Communications and Marketing • ESF #15 Leader and Backup Leader	Within first year of employment/promotion. This training is available on line at www.fema.gov. Course completion certificate should be printed and maintained in employee's personnel file.
IS 703.a Resource Management This course introduces resource management as described in the National Incident Management System (NIMS), and shows how systems for managing resources can be used to improve incident response.	• Director, Finance • Director, Communications and Marketing • ESF #7 Leader and Backup • ESF #17 Leader and Backup	Within first year of employment/promotion. This training is available on line at www.fema.gov. Course completion certificate should be printed and maintained in employee's personnel file.
IS 704 Communications & Information Management This course introduces you to the Communications and Information Management component of the National Incident Management System (NIMS).	• Director, DES • Deputy Director, DES • ESF #2 Leader and Backup	Within first year of employment/promotion. This training is available on line at www.fema.gov. Course completion certificate should be printed and maintained in employee's personnel file.

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IS 235.b Emergency Planning This course is designed for emergency management personnel who are involved in developing an effective emergency planning system. This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. It will develop your capability for effective participation in the all-hazard emergency operations planning process to save lives and protect property threatened by disaster.	• EOC Planning Staff	Within first year of employment/promotion. This training is available on line at www.fema.gov. Course completion certificate should be printed and maintained in employee's personnel file.
IS-775 EOC Management and Operations This course describes the role, design, and functions of Emergency Operations Centers and their relationships as components of a multi-agency coordination system. The course contains disaster-related examples, activities and case studies that relate to EOC's and multi-agency coordination systems at the local, state and federal levels of government.	• EOC Planning Staff • EOC Watch Officers	Within first year of employment/promotion. This training is available on line at www.fema.gov. Course completion certificate should be printed and maintained in employee's personnel file.

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